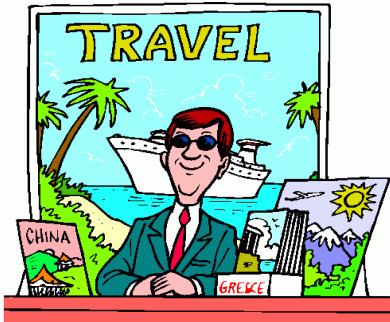


****Important Notes / Common Errors, Please Read****



UDOT Travel Checklists

Breakfast

It is more common than not that a hotel will provide breakfast, it is rare for a hotel not to provide breakfast. In fact most, if not all, state booked hotels will have breakfast provided.

Due to this situation - all travel reimbursements that request reimbursement for breakfast are automatically flagged for further review. Accounting will have to call the hotel to verify. If they do provide breakfast, accounting will have to remove that portion of the reimbursement, after which we will email you with the reasoning. Unfortunately, there are no exceptions to this policy.

You do not need to fill out these forms

The attached forms are for information only. These are the checklists that accounting uses to make sure all required supporting documentation and coding are correct. This is to help you know what they are looking for.

Timing for meals

Breakfast - Leaves Home Base before 6am.
Lunch - Leaves Home Base before 10am and returns after 2pm
Dinner - Leaves Home base and returns after 6pm

Booked by State Travel

If your trip is booked by State Travel, the itinerary they provide needs to be attached to your reimbursement request.

Hotel Receipts

Final documentation needed for lodging includes an Hotel receipt, showing the balance has been paid. You simply request one of these at checkout. It takes seconds for you to get it, sometimes hours for accounting to track it down.

Additional Comments

The following are always needed in additional comments

- Purpose of Travel
- State if any meals were provided by hotel, conference, training, etc.
- "Agenda Attached" or "No Agenda"
- State if there is a travel advance

Example 1

Additional Comments:
Equipment
Inspections
Breakfast provided at

Example 2

Additional Comments:
Annual Conference
Breakfast not provided at hotel
Lunches provided at conference
Agenda Attached
Travel Advance #19432

Name of Traveler: _____

GAX # _____

Travel Audit - In State

	1st Audit	2nd Audit
PRE-APPROVAL		
Travel Advance	<input type="text"/>	<input type="text"/>

POST APPROVAL		
Signed Reimbursement form	<input type="text"/>	<input type="text"/>

TRAVEL INFO		
Traveler name and address	<input type="text"/>	<input type="text"/>
Invoice number (Dept. Control Number)	<input type="text"/>	<input type="text"/>
Invoice date (FI51A submitted date)	<input type="text"/>	<input type="text"/>
Additional Comments	<input type="text"/>	<input type="text"/>
Agenda	<input type="text"/>	<input type="text"/>

TRANSPORTATION		
Flight Itinerary	<input type="text"/>	<input type="text"/>
Dates of Travel (same as itinerary/conference)	<input type="text"/>	<input type="text"/>
Time of flights (allowed 2 hours prior and 1 hour after return)	<input type="text"/>	<input type="text"/>
• Airfare amount	<input type="text"/>	<input type="text"/>
• In (Less) Transportation Expenses Paid by the State	<input type="text"/>	<input type="text"/>
Parking receipt(s)	<input type="text"/>	<input type="text"/>
• Parking amount	<input type="text"/>	<input type="text"/>
Taxi/Shuttle Receipts	<input type="text"/>	<input type="text"/>
• Taxi, bus, shuttle amount(s)	<input type="text"/>	<input type="text"/>
Private vehicle mileage	<input type="text"/>	<input type="text"/>
• Mileage rate	<input type="text"/>	<input type="text"/>
• Documentation if mileage exceeds home base to destination	<input type="text"/>	<input type="text"/>
Rental Vehicle / Motor Pool	<input type="text"/>	<input type="text"/>
• Fuel amount	<input type="text"/>	<input type="text"/>
• Rental amount	<input type="text"/>	<input type="text"/>

LODGING if over 50 miles		
Conference hotel verification/State travel itinerary	<input type="text"/>	<input type="text"/>
Hotel Receipt	<input type="text"/>	<input type="text"/>
• Lodging amount (within per diem)	<input type="text"/>	<input type="text"/>
• Breakfast provided by hotel (in Additional Comments)	<input type="text"/>	<input type="text"/>
• Personal time removed from reimbursement	<input type="text"/>	<input type="text"/>

	1st Audit	2nd Audit
MEALS		
Meals provided by conference	<input type="text"/>	<input type="text"/>
Meal amounts	<input type="text"/>	<input type="text"/>
• Within travel hours	<input type="text"/>	<input type="text"/>
• Federal per diem rate	<input type="text"/>	<input type="text"/>

MISCELLANEOUS		
Baggage receipt(s)	<input type="text"/>	<input type="text"/>
• Amount(s)	<input type="text"/>	<input type="text"/>
Registration receipt (even if paid previously; i.e. P-card)	<input type="text"/>	<input type="text"/>
• Amount	<input type="text"/>	<input type="text"/>
• Paid by state - in (Less) Registration Paid by the State	<input type="text"/>	<input type="text"/>
Phone/internet usage (with receipt)	<input type="text"/>	<input type="text"/>
• Amount(s)	<input type="text"/>	<input type="text"/>
Other amounts	<input type="text"/>	<input type="text"/>
• Tips, laundry (no receipt if less than \$19.99)	<input type="text"/>	<input type="text"/>

FUNDING		
Total and line amounts	<input type="text"/>	<input type="text"/>
Description line	<input type="text"/>	<input type="text"/>
Coding/Activity?/Function?/Program?	<input type="text"/>	<input type="text"/>
Travel Advance Coding	<input type="text"/>	<input type="text"/>

OTHER		
Entries in the correct FI51A section	<input type="text"/>	<input type="text"/>
3rd Party Reimbursement form	<input type="text"/>	<input type="text"/>
Email corrections	<input type="text"/>	<input type="text"/>

1st Audit _____ Date _____

2nd Audit _____ Date _____

Name of Traveler: _____

Gax # _____

Travel Audit - Out of State

	1st Audit	2nd Audit
PRE-APPROVAL		
Signed FI-05	<input type="text"/>	<input type="text"/>
POST APPROVAL		
Signed Reimbursement form	<input type="text"/>	<input type="text"/>
TRAVEL INFO		
Traveler name and address	<input type="text"/>	<input type="text"/>
Invoice number (Dept. Control Number)	<input type="text"/>	<input type="text"/>
Invoice date (FI51B submitted date)	<input type="text"/>	<input type="text"/>
Additional Comments	<input type="text"/>	<input type="text"/>
Agenda	<input type="text"/>	<input type="text"/>
TRANSPORTATION		
Flight Itinerary	<input type="text"/>	<input type="text"/>
Dates of Travel (same as itinerary/conference)	<input type="text"/>	<input type="text"/>
Time of flights (allowed 2 hours prior and 1 hour after return)	<input type="text"/>	<input type="text"/>
• Airfare amount	<input type="text"/>	<input type="text"/>
• In (Less) Transportation Expenses Paid by the State	<input type="text"/>	<input type="text"/>
Parking receipt(s)	<input type="text"/>	<input type="text"/>
• Parking amount	<input type="text"/>	<input type="text"/>
Taxi/Shuttle Receipts	<input type="text"/>	<input type="text"/>
• Taxi, bus, shuttle amount(s)	<input type="text"/>	<input type="text"/>
Private vehicle mileage	<input type="text"/>	<input type="text"/>
• Mileage rate (to-from airport)	<input type="text"/>	<input type="text"/>
• Drive vs fly	<input type="text"/>	<input type="text"/>
Rental car / motor pool	<input type="text"/>	<input type="text"/>
• Fuel amount	<input type="text"/>	<input type="text"/>
• Rental amount	<input type="text"/>	<input type="text"/>
LODGING		
Conference Hotel Verification/St travel itinerary	<input type="text"/>	<input type="text"/>
Hotel Receipt	<input type="text"/>	<input type="text"/>
• Lodging amount (within per diem)	<input type="text"/>	<input type="text"/>
• Breakfast provided by hotel (in Additional Comments)	<input type="text"/>	<input type="text"/>
• Personal time removed from reimbursement	<input type="text"/>	<input type="text"/>

	1st Audit	2nd Audit
MEALS		
Meals provided by conference	<input type="text"/>	<input type="text"/>
Meal amounts	<input type="text"/>	<input type="text"/>
• Within travel hours	<input type="text"/>	<input type="text"/>
• Federal per diem rate	<input type="text"/>	<input type="text"/>
MISCELLANEOUS		
Baggage receipt(s)	<input type="text"/>	<input type="text"/>
• Amount(s)	<input type="text"/>	<input type="text"/>
Registration receipt (even if paid previously ie p-card)	<input type="text"/>	<input type="text"/>
• Amount	<input type="text"/>	<input type="text"/>
• Pd by state - in (Less) Registration Paid by the State	<input type="text"/>	<input type="text"/>
Phone/internet usage (with receipt)	<input type="text"/>	<input type="text"/>
• Amount(s)	<input type="text"/>	<input type="text"/>
Other amounts	<input type="text"/>	<input type="text"/>
• Tips, laundry (no receipt if less than \$19.99)	<input type="text"/>	<input type="text"/>
FUNDING		
Total and line amounts	<input type="text"/>	<input type="text"/>
Description line	<input type="text"/>	<input type="text"/>
Coding/Activity?/Function?/Program?	<input type="text"/>	<input type="text"/>
Travel Advance	<input type="text"/>	<input type="text"/>
OTHER		
Entries in the correct FI51B section	<input type="text"/>	<input type="text"/>
3rd Party Reimbursement form	<input type="text"/>	<input type="text"/>
Email corrections	<input type="text"/>	<input type="text"/>

1st Audit _____ Date _____

2nd Audit _____ Date _____